Clinical Application Coordinator
Division of Vital Records and Statistics

Job Classification: Clinical Application Coordinator 3
Salary: Per state HR salary schedule
Class Status: Executive
Overtime Status: None
Months of Probation: None

The Division of Vital Records & Statistics (VRS) records and preserves data relative to any vital event in the State of Tennessee in accordance with Tennessee Code Annotated. VRS is responsible for the registration, maintenance, dissemination and local registry of Tennessee birth, death, marriage and divorce records. VRS also provides statistics on births, deaths, fetal deaths, divorces, and marriages. These data sets are used by the National Association for Public Health Statistics and Information Systems, local and state public health programs and medical researchers to help understand our population, promote wellness, and ensure health equity. VRS also works closely with healthcare facilities, public health offices, funeral homes, Social Security Administration, Paternity & Child Support Child Support Division, and other federal/local agencies.

Position Description:

The Clinical Application Coordinator (CAC) 3 is an executive level position and will report directly to the Director of Vital Records and Statistics. The CAC3 will provide guidance to the Division of VRS on strategy, implementation and operational support of current and future information technology applications and systems. The role will include working with content area leaders to determine analytical and operational needs, define and drive the use of information systems and reporting standards, building new data entry, analysis and reporting structures as required, working closely with the data architect and developing appropriate and accessible data visualizations, including dashboards.

Key Responsibilities:

- Responsible for the implementation and support of inter-related applications that automate the registration of vital record events and its subsequent retrieval.

- Acquires a comprehensive knowledge of the current registration systems, image storage and retrieval systems, data analysis platforms, and customer service applications.

- Perform requirements gathering, data-model and how to best visualize business data, followed by design, deployment, on-going enhancements and production support.

- Establishes effective interpersonal relationships with all levels of VRS personnel.

- Provides training to VRS staff on current software applications and new features, and insures training is scheduled for new users and assists staff in the efficient use of the current software.

- Ensures efficient and effective collection and submission of birth and death data to be in compliance with the National Center for Health Statistics and the Centers for Disease Control and Prevention.

- Logs all problems, referring those requiring a higher level of technical support to the appropriate person or team.

- Works with internal and external stakeholders in the testing of system upgrades, identifying problems and requesting enhancements.

- Develop or optimize application management reporting tools.

- Own production of requested department-wide reporting, including developing project, division and department wide dashboards

- Interprets, explains and enforces Vital Records and Vital Statistics laws, rules, policies and procedures as they apply to a specific case.

- Manages relationships and communications with representatives of multiple federal and state agencies.

- Develops and implements configuration management plans for each specific program as required. Coordinate with appropriate parties all audits.

- Provides technical and analytical expertise in responding to complex, specialized report requests requiring high-level data analysis and data management.

- Acquires a comprehensive knowledge of the application platforms and systems involved to determine what procedural issues versus system/application deficiencies are.

- Creates a positive environment for reporting application and/or system deficiencies and suggestions for system improvements and enhanced functionality in support overall corporate and business goals.

- Work with functional leaders to drive data driven decision making with deep problem solving and analytics.

- Performs other work related duties as assigned.

Minimum Qualifications:

There is no formal job description for this classification. The position is EXECUTIVE SERVICE and serves at the pleasure of the appointing authority of the department.

The ideal candidate will have a Bachelor Degree from an accredited college or university in public health, health services, health science, health informatics, health care administration, or Information Technology with deployment or implementation of applications systems or a related field with a strong foundation in systems design, analysis, and evaluation; and prior experience in assisting with the successful implementation of large IT systems, knowledge of Vital Records and the collection and analysis of statistics as reported to the National Center for Health Statistics.

How to Apply:

All interested candidates should submit a resume and cover letter describing relevant experience via email to StateRegistrar.Health@tn.gov .

Questions can be address to Gray Bishop at StateRegistrar.Health@tn.gov . Position is posted until filled.

Please Note: A background check will be used as part of our hiring process.

The State of Tennessee is an equal opportunity, equal access, affirmative action employer.